

# U.S. Department of Agriculture

## *Student Employment Program*



**Applicant Guide**



Revised on 2/6/2012

USDA is an equal opportunity provider and employer.

# Content

- USDA Agencies Mission Areas and Offices
- Careers by Educational Field
- Application process
- Most Frequently Asked Questions



# USDA Mission Areas and Administrative Offices

## Mission Areas

### Natural Resources and Environment

- Forest Service (FS)
- Natural Resources Conservation Service (NRCS)

### Farm and Foreign Agricultural Services

- Farm Service Agency (FSA)
- Foreign Agricultural Service (FAS)
- Risk Management Agency (RMA)

### Rural Development

- Rural Development (RD)

### Food, Nutrition and Consumer Services

- Center for Nutrition Policy and Promotion (CNPP)
- Food and Nutrition Service (FNS)

### Marketing and Regulatory Programs

- Agricultural Marketing Service (AMS)
- Animal and Plant Health Inspection Service (APHIS)
- Grain Inspection, Packers, and Stockyards Administration (GIPSA)

### Food Safety

- Food Safety and Inspection Service (FSIS)

### Research, Education and Economics

- Agricultural Research Service (ARS)
- Economic Research Service (ERS)
- National Agricultural Statistics Service (NASS)
- National Institute of Food and Agriculture (NIFA)
- National Agriculture Library (NAL)

## Administrative Offices

- Office of the Chief Information Officer (OCIO)
- Office of the Chief Economist (OCE)
- Office of Tribal Relations (OTR)
- Office of the Executive Secretariat (OES)
- National Appeals Division (NAD)

- Office of the Inspector General (OIG)
- Office of the General Counsel (OGC)
- Office of Communications (OC)
- Office of Environmental Markets (OEM)
- Office of the Assistant Secretary for Civil Rights (OASCR)

- Office of Budget and Program Analysis (OBPA)
- Departmental Management
- Office of Congressional Relations (OCR)
- Office of the Chief Financial Officer (OCFO)
- Office of Advocacy and Outreach (OAO)
- Faith-based and Neighborhood Partnership (FBNP)

# Careers by Educational Field

*Management*

*Agribusiness and Industry*

*Science and Technology*



# Management Careers



	FSA	FAS	RMA	FNS	FSIS	AMS	APHIS	GIPSA	FS	NRCS	ARS	ERS	NASS	NIFA	RBS	RHS	RUS	OHRM	OIG	NFC
Accounting/Auditing	*	*		*	*	*	*	*	*	*	*					*	*	*		*
Budget	*	*		*	*	*	*	*	*	*								*		*
Contracting/Procurement	*			*		*	*		*	*	*							*		*
Criminal Justice						*	*		*	*						*		*		
Equal Opportunity	*	*	*	*	*	*	*	*	*	*								*		*
Management/Program Analysis	*	*	*	*	*	*	*	*	*	*								*	*	*
Personnel Management	*			*	*	*	*		*	*	*							*	*	*
Public Affairs	*	*	*	*	*	*	*		*	*								*		
Computer Sciences	*			*	*	*	*	*	*	*	*	*	*			*		*	*	*

# Agribusiness and Industry Careers

	FSA	FAS	RMA	FNS	FSIS	AMS	APHIS	GIPSA	FS	NRCS	ARS	ERS	NASS	NIFA	RBS	RHS	RUS	OHRM	OIG	NFC
Agricultural Business	*		*			*	*	*		*										
Agricultural Commodities	*					*	*	*												
Crop Insurance Administration			*																	
Crop Insurance Underwriting			*																	
Economics	*	*	*			*	*	*		*		*			*					
Agricultural Extension	*													*						
Agricultural Management	*					*	*	*		*										
Agricultural Marketing	*	*				*	*	*							*					
Food Program Management				*																
International Trade Economics		*				*						*								
Loan Management/Finance															*	*	*		*	

[illegible]

# Application Process



The application process consists of three steps:

1. Visit the **USDA webpage** to learn more about agencies and their student employment opportunities
2. Create a **profile account**
3. Fill out the application in the **USDA Student Portal**

## STEP ONE:

Visit the USDA webpage to learn more about agencies and their student employment opportunities





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### Popular Topics

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- > [Biofuels and Biotech](#)
- > [Climate Change](#)
- > [Dietary Guidelines](#)
- > [Energy](#)
- > [Employment Opportunities](#)
- > [Food Safety Recalls](#)

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Sign up for email updates:



### Agriculture Secretary Vilsack Highlights Trade During Visit to St. Louis

Photo: Secretary Tom Vilsack spent part of last week in St. Louis, Mo., making several stops to promote trade and agriculture.

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### Latest Blogs

### News

### Reports

- [Chicago Hosts Kickoff for Minority Health Month](#)
- [Deadline Approaches for Producers to Sign Up for the Conservation Reserve Program](#)
- [USDA Rural Development Programs Making a Big Impact in Western Iowa](#)
- [Tick Riders: The Cornerstone of USDA's Cattle Fever Tick Program](#)
- [Redesigning USDA Online](#)
- [Earth Team—Getting Conservation on the Ground](#)
- [USDA Forest Service's Fuels for Schools program Turns Biomass into Energy](#)

### Information for

[Cooperatives](#)  
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### Secretary's Priorities

[Agricultural Production](#)  
[Civil Rights](#)  
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[Nutrition/Hunger](#)  
[Rural Development](#)  
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### Let's Move!

[Let's Move! Initiative](#)



[Know Your Farmer](#)  
[Know Your Food](#)



[The People's Garden](#)



[Our Open Site](#)



[Civil Rights](#)



[Food Environment Atlas](#)

**Japan 2011**



- Go to [www.usda.gov](http://www.usda.gov)
- Click on **Educators and Students** under "Information for"

Application Process  
**Step One**



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[Recreational Activities](#)

[Training](#)

[USDA For Kids](#)

[USDA Graduate School](#)

[Faith-Based and Neighborhood](#)

[Partnerships](#)

#### Information for Educators and Students

##### [The Charters of Freedom](#)

Declaration of Independence, U.S. Constitution, Bill of Rights, making the Charters, impact of the Charters.

##### [Agriculture in the Classroom](#)

Teacher resources, the story of American agriculture, state agricultural profiles, teen scene news and careers.

##### [Conquest of the Land Through 7,000 Years](#)

A 24-page booklet reviewing the development of agriculture. Available online in pdf format, or order printed copies

##### [U.S. Agricultural Facts](#)

Populations, employment, income, farm numbers and characteristics, top agricultural commodities and exports, and farm financial indicators.

##### [State Agricultural Facts](#)

Populations, employment, income, farm numbers and characteristics, top agricultural commodities and exports, and farm financial indicators.

##### [Educational Resources for Teachers/Parents](#)

A series of links to agricultural information as compiled by the National Agricultural Library.

##### [Teachers' Desk](#)

Content for a range of student levels to help learn about agricultural research, strengthen reading skills, and stimulate creative thinking.

##### [The Core Historical Literature of Agriculture](#)

An electronic collection of agricultural texts published in the nineteenth and mid-twentieth century selected for their historical importance.

##### [Teaching with Constitution Documents](#)

Teaching with documents lesson plans, learn about the 39 signing delegates, issues involved in creation and ratification.

#### Reports

- Click on **Internships and Scholarships** under "Related Topics"

Application Process  
**Step One**



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Topics Programs and Services Newsroom Blog

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[Student Careers](#)  
[National Agricultural Library Internships](#)  
[Economic Research Service Careers](#)  
[National Agricultural Statistics Service Career Opportunities](#)  
[Animal Plant Health Inspection Service Student Programs](#)  
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## USDA Internships and Scholarships

### Internship Programs

Student Internship Programs provide paid and unpaid work experience to students who are in High School or pursuing an undergraduate or graduate degree in an accredited college or university (including Community College). Internships can be seasonal (Summer, Fall, Spring) or year round. [Apply here!](#)

### Scholarship Programs

Student Scholarship Programs provide undergraduate or graduate students with various supports such as tuition assistance, internships, career development, leadership development, mentoring, and/or grants to support research studies.

### Recent Graduate Program

The recent graduate program provides individuals who have recently graduated from qualifying educational institutions or programs with developmental experiences in the Federal Government intended to promote possible careers in the civil service. Participants must have obtained a degree, or completed a qualifying career or technical education program within the preceding 2 years. Except for veterans are eligible to participate to the program within 6 years of obtaining a degree or graduating qualifying program.

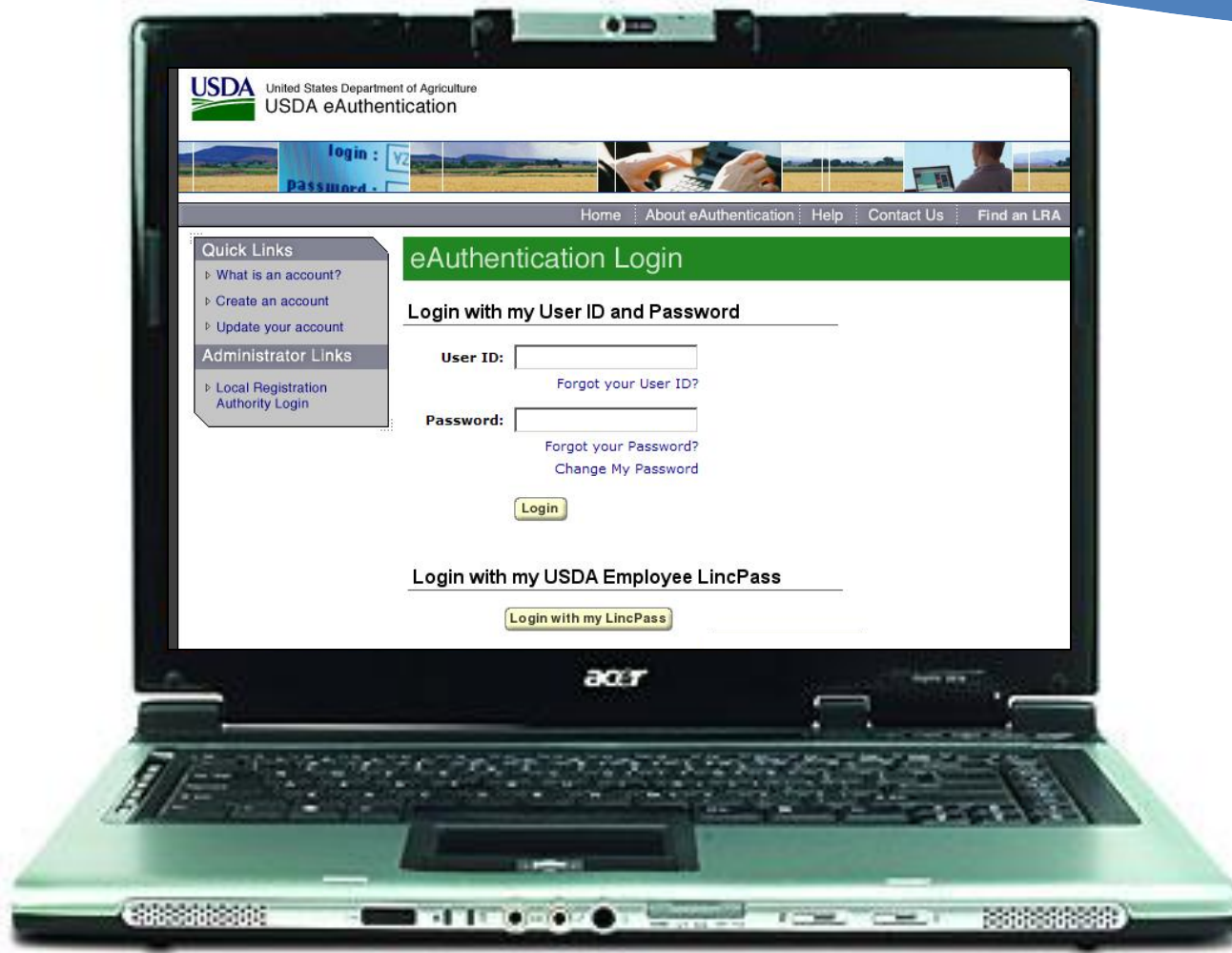
### Fellowship Programs

Fellowship Programs are prestigious, competitive programs that support leadership development of recent graduates who have been pre-qualified or recommended by a network of graduate schools. Graduates are provided with a 2 year appointment at USDA that leads to conversion to a permanent appointment

• Click: **Apply here!**

Application Process  
**Step One**

## STEP TWO: Create a profile account through eAuthentication





Home About eAuthentication Help Contact Us Find an LRA

\*\*\*\*\*WARNING\*\*\*\*\*

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
  - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
  - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
  - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

\*\*\*\*\*WARNING\*\*\*\*\*

Cancel I Agree

- You will be prompted to the “accessing a U.S. Government Information System.”
- All Students applying through the student portal, must to create a user ID and password.
- The information you provide in through this site will be secure and protected.
- Then click “I Agree”.

Application Process  
Step Two



United States Department of Agriculture  
USDA eAuthentication



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- [Update your account](#)

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## eAuthentication Login

### Login with my User ID and Password

User ID:

[Forgot your User ID?](#)

Password:

[Forgot your Password?](#)

[Change My Password](#)

Login

### Login with my USDA Employee LincPass

Login with my LincPass

USDA employees may now use their LincPass to login.  
Instructions:

1. Please verify your LincPass is inserted into the card reader for your USDA

- You will be prompted to the “e-Authentication Login” page
- Click, “Create an account”

Application Process  
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login :  Y2  
password :

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## Create an Account

**What Level of Access do you need?**

**If you are a USDA Federal Employee**, the **USDA Employee Create an Account** page will take you through the steps to create a USDA eAuthentication Employee Account.

**If you are a USDA customer (Users who are not USDA Federal Employees)**, you should answer the following questions to determine if you need Level 1 or Level 2 account access:

Would you like to interact with the USDA doing the following?

- Conducting official electronic business transactions via the Internet?
- Entering into a contract with the USDA?
- Filling out and Submitting electronic forms or applications for USDA via the Internet?

If you answered YES to 1 or more of the questions, you will need to register for an eAuthentication account with **Level 2 Access**.

If you already have a Level 1 eAuthentication account and need Level 2 Access, then **log into your profile** and select "Apply for Customer Level 2 Authentication". No need to create a new account, simply upgrade from Level 1 to Level 2.

Would you like to interact with the USDA doing the following?

- Utilizing an application or USDA web portal that indicates a Level 1 account is needed?
- Obtaining general information about a specific USDA agency?
- Participating in public surveys for a USDA agency?

If you answered YES to 1 or more of these questions, you will need to register for an eAuthentication account with **Level 1 Access**.

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- Click, "Level 1 Access"
- Why we use E-Auth in the One-Stop Common Application?
  - ✓ is a security tool that is used by USDA to ensure that information being submitted by applicants is maintained in a secure environment.
  - ✓ students can use this account to revisit their current application, make changes, update and access archived applications for re-submission.
  - ✓ USDA is keeping your personal information safe and only accessible by the person creating the account.



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## Create an Account

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Level 1 Access

### Step 1 of 4: User Information

If you are a USDA Federal Employee, click [Employee Create an Account](#) to continue with the USDA eAuthentication registration process.

Public customers should complete the information below to create a USDA account. Please read the eAuthentication [Privacy Act Statement](#) and [Public Burden Statement](#) for more information on how your personal information will be protected.

All required fields are marked by an asterisk (\*). Enter your first and last name [exactly](#) as it appears on your government issued photo ID (e.g. state driver's license).

User ID*:	<input type="text"/>	6-20 characters
Password*:	<input type="password"/>	9-12 characters
Confirm Password*:	<input type="password"/>	Click <a href="#">here</a> for additional requirements
First Name*:	<input type="text"/>	
Middle Initial:	<input type="text"/>	
Last Name*:	<input type="text"/>	
Home Postal/Zip Code:	<input type="text"/>	
Country Name*:	<input type="text"/>	
Email*:	<input type="text"/>	
Confirm Email*:	<input type="text"/>	

**Email address must be valid to complete registration**

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- Create an Identification (ID)
- Your ID must be 6 to 20 characters long

*Application Process*  
**Step Two**

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USDA eAuthentication

login : V2  
Password :

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**Create an Account**

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If you are a USDA Federal Employee, click **Employee Create an Account** to continue with the USDA eAuthentication registration process.

Public customers should complete the information below to create a USDA account. Please read the eAuthentication **Privacy Act Statement** and **Public Burden Statement** for more information on how your personal information will be protected.

All required fields are marked by an asterisk (\*). Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).

User ID\*:  6-20 characters

**Password\*:  9-12 characters**

Confirm Password\*:

First Name\*:

Middle Initial:

Last Name\*:

Home Postal/Zip Code:

Country Name\*:

Email address must be valid to complete registration

Email\*:

Confirm Email\*:

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- Create a password that is 9 to 12 characters long
- When choosing a password:
  - ✓ only use characters and words that are not found in the dictionary.
  - ✓ At least one word has to be capitalized and another one lower case.
  - ✓ You also have to choose either of the following characters as part of your password: #, \*, %, &
- Sample password: **7#Bt257qu\***

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If you are a USDA Federal Employee, click [Employee Create an Account](#) to continue with the USDA eAuthentication registration process.

Public customers should complete the information below to create a USDA account. Please read the eAuthentication [Privacy Act Statement](#) and [Public Burden Statement](#) for more information on how your personal information will be protected.

All required fields are marked by an asterisk (\*). Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).

User ID\*:  6-20 characters

Password\*:  9-17 characters

Confirm Password\*:

First Name\*:

Middle Initial:

Last Name\*:

Home Postal/Zip Code:

Country Name\*:

**Email address must be valid to complete registration**

Email\*:

Confirm Email\*:

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- Confirm your password

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### Step 1 of 4: User Information

If you are a USDA Federal Employee, click [Employee Create an Account](#) to continue with the USDA eAuthentication registration process.

Public customers should complete the information below to create a USDA account. Please read the eAuthentication [Privacy Act Statement](#) and [Public Burden Statement](#) for more information on how your personal information will be protected.

All required fields are marked by an asterisk (\*). Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).

User ID\*:  6-20 characters

Password\*:  9-12 characters

[Click here](#) for additional requirements

Confirm Password\*:

First Name\*:

Middle Initial:

Last Name\*:

Home Postal/Zip Code:

Country Name\*:

**Email address must be valid to complete registration**

Email\*:

Confirm Email\*:

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### • Provide:

- ✓ First Name
- ✓ Middle Initial
- ✓ Last Name
- ✓ Zip-code
- ✓ Country Name

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### Step 1 of 4: User Information

If you are a USDA Federal Employee, click [Employee Create an Account](#) to continue with the USDA eAuthentication registration process.

Public customers should complete the information below to create a USDA account. Please read the eAuthentication [Privacy Act Statement](#) and [Public Burden Statement](#) for more information on how your personal information will be protected.

All required fields are marked by an asterisk (\*). Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).

User ID\*:  6-20 characters

Password\*:  9-12 characters

[Click here](#) for additional requirements

Confirm Password\*:

First Name\*:

Middle Initial:

Last Name\*:

Home Postal/Zip Code:

Country Name\*:

Email\*:

Confirm Email\*:

**Email address must be valid to complete registration**

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- Provide:

- ✓ Email address

- ✓ Your email must be valid to complete your registration.

- ✓ Suggestion:

- ✓ Provide a personal email address if you are not able to gain access to your school email account.

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### Step 1 of 4: User Information

If you are a USDA Federal Employee, click [Employee Create an Account](#) to continue with the USDA eAuthentication registration process.

Public customers should complete the information below to create a USDA account. Please read the eAuthentication [Privacy Act Statement](#) and [Public Burden Statement](#) for more information on how your personal information will be protected.

All required fields are marked by an asterisk (\*). Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).

User ID\*:  6-20 characters

Password\*:  9-12 characters

[Click here](#) for additional requirements

Confirm Password\*:

First Name\*:

Middle Initial:

Last Name\*:

Home Postal/Zip Code:

Country Name\*:

**Email address must be valid to complete registration**

Email\*:

Confirm Email\*:

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- Click “continue” to create your profile account.

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## Create an Account

Level 1 Access

### Step 2 of 4: User Information Confirmation

Verify your Level 1 access information.  
Click the Back button to make changes or click the Submit button to create your account with Level 1 access.

User ID:  
Password:  
First Name:  
Middle Initial:  
Last Name:  
Home Postal/Zip Code:  
Country Name:  
Email:

tvshow213  
\*\* Not Shown \*\*  
wenndy

-----  
00000

Please verify that your information is correct before clicking the Submit button.

[Back](#) [Submit](#)

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- After you have created your **account**, a **verification** confirmation message will appear as follows.
- Please double check that your information is correct before clicking the “**submit**” option.

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**Step Two**



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USDA eAuthentication

login : Y2  
Password :

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## Create an Account

Level 1 Access

### Step 3 of 4: Print and Check Email

**Please print this page for future reference.**

Congratulations wenndy carrasco, only one more step to complete your initial registration!

You should receive a confirmation email within 1 hour from **eAuthHelpDesk@ftc.usda.gov** with the subject line of 'Action Required:Instructions to Activate your USDA Account with Level 1 Access'

**Step 4 is contained within this email, and is as simple as clicking a link to activate your account.**

The User ID you created is : tvshow213

The email address you provided is: [REDACTED]

To activate your account, you must click on the activation link provided in the confirmation email within **7 days**. Be sure to follow the instructions provided in the confirmation email to activate your account with Level 1 access.

**NOTE: If you do not confirm your account within the required 7 days, your account will be terminated and you will have to start the entire process over again.**

If after 24 hours you do not receive the confirmation email:

1. Check your email provider filters.
2. Check your personal email filter settings.
3. Contact the ITS Service Desk at **eAuthHelpDesk@ftc.usda.gov** or 800-457-3642. Please provide your User ID, first and last name, and email address.

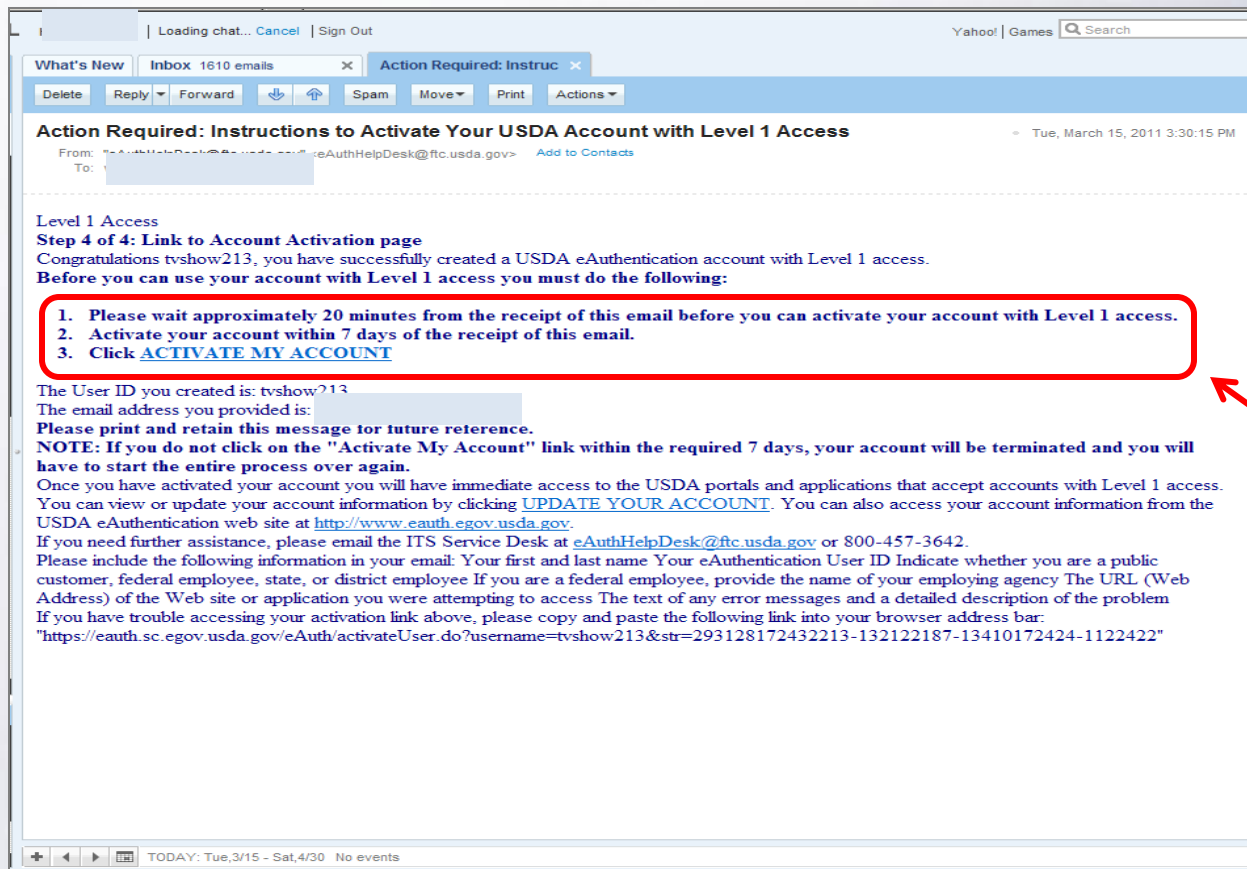
Close Window

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- After clicking the **submit option**, a final verification confirmation message will appear as follows.
- Please print this page or save it in your browser for future reference.

Application Process  
**Step Two**



- Check your **personal email account** for the instructions to Activate the e-Authentication account.
- Follow steps 1 to 3
- After clicking “**Activate My Account**,” you will be taken to the account activation confirmation page.

*Application Process*  
**Step Two**



United States Department of Agriculture  
USDA eAuthentication



[Home](#) | [About eAuthentication](#) | [Help](#) | [Contact Us](#) | [Find an LRA](#)

#### Quick Links

- ▶ [What is an account?](#)
- ▶ [Create an account](#)
- ▶ [Update your account](#)

#### Administrator Links

- ▶ [Local Registration Authority Login](#)

## Account Activation

Thank you, your account has been activated.

**If you are a USDA Federal Employee**, no further action is needed.

**Please wait** approximately 20 minutes from the time of activation before using this account.

**If you are a public customer (or a non-USDA Federal Employee) of USDA and are applying for a USDA Account with Level 2 access**, you will still need to visit a USDA Service Center for identity-proofing if you have not already.

**If you are a public customer (or a non-USDA Federal Employee) of USDA and are applying for a USDA Account with only Level 1 access**, no further action is needed.

[Close Window](#)

- Account Activation confirmation. Please follow the instructions.

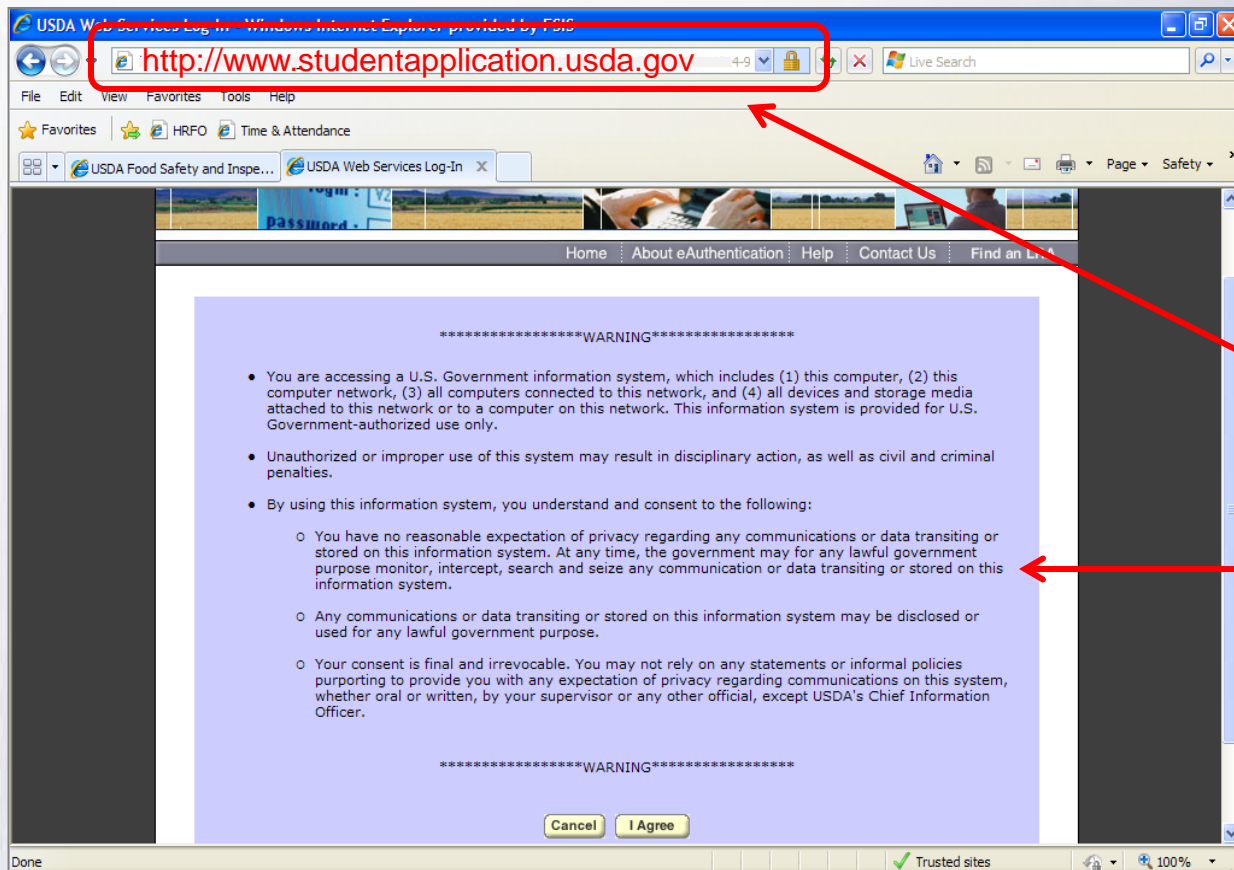
[eAuthentication Home](#) | [USDA.gov](#) | [Site Map](#)

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**Step Two**

## STEP THREE:

Begin your application through the USDA Student Portal





- **Begin Your Application**

- ✓ Copy the following link into your browser to begin your application:

<http://www.studentapplication.usda.gov>

- ✓ You will be prompted to the following page:

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#### Quick Links

- [What is an account?](#)
- [Create an account](#)
- [Update your account](#)

#### Administrator Links

- [Local Registration Authority Login](#)

## eAuthentication Login

### Login with my User ID and Password

User ID:

[Forgot your User ID?](#)

Password:

[Forgot your Password?](#)

[Change My Password](#)

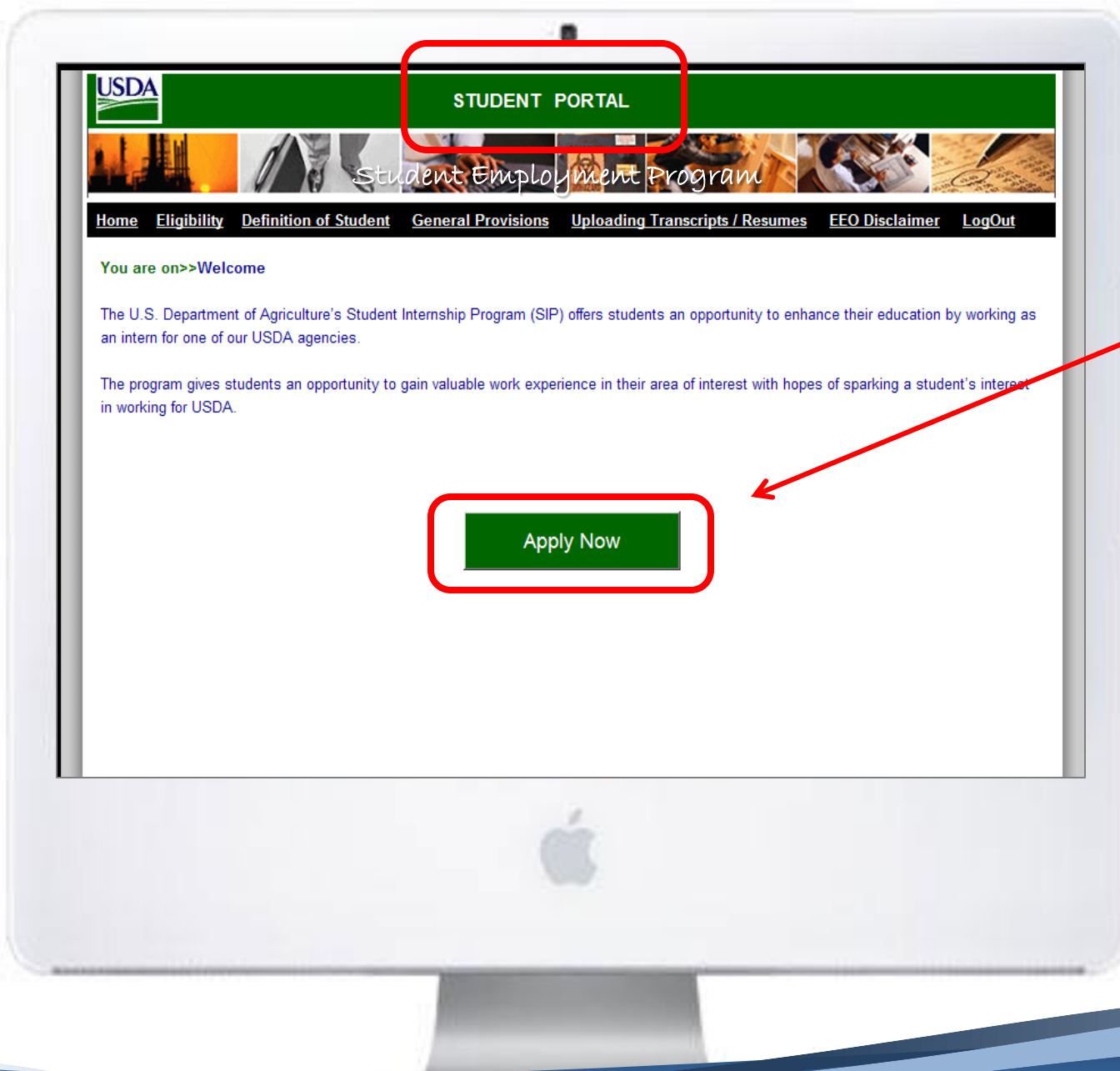
Login

### Login with my USDA Employee LincPass

Login with my LincPass

USDA employees may now use their LincPass to login.  
Instructions:

- After **obtaining completing your profile account**, sign-in to get access to the student portal.
- You will be prompted to the welcome page.



- Click, “Apply Now”

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## STUDENT PORTAL

### Student Employment Program

[Eligibility](#)[Definition of Student](#)[General Provisions](#)[Uploading Transcripts / Resumes](#)[EEO Disclaimer](#)[Home](#)

### Eligibility

USDA interns must be a United States citizen or U.S. Permanent Resident Alien (PRA) or Legal Residents to qualify for the internship program.

If you are a naturalized citizen, you will be asked to provide proof of citizenship.

If you have questions regarding your citizenship, please refer to the U.S. Citizenship and Immigration Services website : <http://www.us-immigration.com/us-citizenship-and-naturalization-application.jsp?gclid=CJXXsJO-2KUCFYnc4AodHyRljw> .

If you are a permanent resident alien (PRA) or legal resident, you will be asked to provide proof of your status. If you have questions regarding proof of permanent resident alien or legal resident status, please refer to the U.S. Citizenship and Immigration Services website : <http://www.us-immigration.com/us-citizenship-and-naturalization-application.jsp?gclid=CJXXsJO-2KUCFYnc4AodHyRljw> .

- Before you start your application read:

- ✓ the eligibility
- ✓ definition of student
- ✓ general provisions

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**USDA STUDENT PORTAL**

Student Employment Program

Home Eligibility Definition of Student General Provisions Uploading Transcripts / Resumes EEO Disclaimer LogOut

You are on>>Welcome>>Vacancies>>Internship>>Contact>>Eligibility>>Background>>Applicant Data>>Area of Interest>>Education

**Vacancy Announcements**

No vacancies posted. Please continue with the application by clicking on the Internship link above.

Vacancy Announcements

Select Position Type :  Add New Vacancy

View	Position	Grade	Agency	Opening Date	Closing Date	Active
>> 00000	Paid	00	OHRM	1/23/2012	1/23/2012	False
>> USDA NRCS-DC-12-STEP-1	Paid	GS-326-4/5/6/7 (Depending on education/experience)	NRCS	2/3/2012	2/17/2012	True
>> USDA NRCS-DC-12-STEP-1	Paid	GS-326-4/5/6/7 (Depending on education/experience)	NRCS	2/3/2012	2/17/2012	True
>> USDA NRCS-DC-12-STEP-1	Paid	GS-326-4/5/6/7 (Depending on education/experience)	NRCS	2/3/2012	2/17/2012	True

Trusted sites

- Agencies will post their **internship vacancy announcements** in this area.
- Read the announcements and proceed and choose the vacancy announcement you wish to apply.
- If there is no vacancy announcement or the vacancy announcement does not apply to you, please proceed to the next page to be considered for a general internship opportunity by our agencies.
- To apply for a vacancy announcement, click **under view** the “position title” hyperlink.



## STUDENT PORTAL

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### Upload Transcripts/Resume

#### Instructions:

- Obtain an "Unofficial" transcript from your school or your school's web site.
- Scan and save your transcript as a PDF or a TIFF file.
- Make sure the file is less than 2MB in size, larger files will not be accepted.
- Make sure the file is legible on the screen and when printed.
- Click the "Browse" button to select your transcript file on your computer.
- Choose the document you want to upload.
- Click the "Upload" button to send it to our server.
- Check that your file was received by downloading it (clicking its link) from our server.
- You may be asked to submit an official transcript via postal mail if you are selected.
- Programs may reject /dismiss you if there are discrepancies between unofficial and official transcripts.

**Please Note:** To update your documents, re-upload it. This will overwrite the previous version.

#### Example of what your resume should have:

- Your name and contact information
- Employment History, including past internships
  - Name of employer
  - Dates of employment
  - Name of supervisor
  - Contact information for supervisor
- Education and Certifications, if any.
- Skills and Abilities, including computer competencies and /or research projects you've worked on
- Honors and awards
- Membership and extracurricular activities (including offices held and dates)
- Volunteerism / Community Work

### Troubleshooting

If you are having trouble with converting your document to a PDF, here are few approaches that you can take in finding a solution.

- Uploading documents

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Choose one or more internship session(s) you are interested in.

Session	Start Date	End Date	[No Title] Available to Work	Paid, Unpaid or Volunteer
<input checked="" type="checkbox"/> Fall (Sep-Dec)				
<input type="checkbox"/> Spring (Jan-Apr)				
<input type="checkbox"/> Winter (Dec-Jan)				
<input type="checkbox"/> Summer (May-Aug)				

[Previous Page](#) [Save](#) [Next Page](#)

- Choose an Internship session.
- You have the option to save and move to the next page.
- You also have the option to choose from the top menu to skip sections.
- We encourage you to always save your answers before moving to the next section.

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Choose one or more internship session(s) you are interested in.

Session	Start Date	End Date	Hours Available to Work	Paid, Unpaid or Volunteer
<input type="checkbox"/> Fall (Sep-Dec)				
<input type="checkbox"/> Spring (Jan-Apr)				
<input type="checkbox"/> Winter (Dec-Jan)				
<input checked="" type="checkbox"/> Summer (May-Aug)	06/01/2012	09/01/2012	40	Unpaid <input type="button" value="v"/> Credit <input type="button" value="v"/>

[Previous Page](#) [Save](#) [Next Page](#)

- After choosing an Internship session, choose:
  - ✓ Start date - when do you want to begin your internship,
  - ✓ End date – when do you want end it
  - ✓ Hours – how many hours you are available to work
  - ✓ Type of internship you are looking for
- After that, click “**save**” and move to the “**next page**”.
- We encourage you to always save your answer before moving to the next section.

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#### Contact Information

First Name\*:   
Middle Name:   
Last Name\*:   
Email\*:   
Confirm Email\*:   
Secondary Email:   
Current Address or Permanent Address:

- Any information with a red asterisk (\*) is required.
- You will not be able to move to the next page until this information is provided.

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#### Eligibility

- ☐ I am a United States Citizen
- ☐ I am a Naturalized United States Citizen
- ☐ I am a permanent U.S. Resident or a Green Card Holder
- ☐ Other

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- If you are not sure what is your eligibility, please click and read the instructions.

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### Background Data

#### How did you hear about USDA

Please take a moment to tell us how you first learned about USDA.(check all that apply)

Recruitment/Outreach	Social Networks	USDA Affinity Group
<input type="checkbox"/> LULAC Convention	<input type="checkbox"/> Google	<input type="checkbox"/> HACU Internship Program
<input type="checkbox"/> Congressional Hispanic Caucus Policy Forum	<input type="checkbox"/> Yahoo	<input type="checkbox"/> Black Colleges and Universities
<input type="checkbox"/> Congressional Black Caucus Policy Forum	<input type="checkbox"/> Twitter	<input type="checkbox"/> Hispanic Serving Institution
<input type="checkbox"/> Advisor	<input type="checkbox"/> Hotmail/MSM	<input type="checkbox"/> USDA/1894 National Scholar Program
<input type="checkbox"/> Department Office	<input type="checkbox"/> USDA Academy Friend/s	<input type="checkbox"/> USDA/1994 Tribal Scholar
<input type="checkbox"/> Online University Posting	<input type="checkbox"/> Grant Award	<input type="checkbox"/> WINs
<input type="checkbox"/> HACU National Conference	<input type="checkbox"/> LinkedIn	<input type="checkbox"/> CAPAL
<input type="checkbox"/> School Career Fair	<input type="checkbox"/> Searched the web	<input type="checkbox"/> USDA/Public Services Leaders Scholar
	<input type="checkbox"/> Other	<input type="checkbox"/> Thurgood Marshall College Fund

- Background Information

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<input type="checkbox"/> Gay Lesbian Bi-sexual and Transgender(GLBT)	<input type="checkbox"/> Other	
<input type="checkbox"/> Other Career Fair		
If Other please explain:		
<div></div>	<div></div>	<div></div>
<input type="checkbox"/> Professor	Name of the Professor:	<div></div>
<input type="checkbox"/> University	Name of the University:	<div></div>
<input type="checkbox"/> Conference	Name of the Conference:	<div></div>

Do you hold a valid Security Clearance? (Select one)

- ☐ Confidential
- ☐ Secret
- ☐ Top Secret
- ☐ Above Top Secret - Sensitive Compartmentalized Information (SIC)
- ☐ Do not Know

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**Save**

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### **Applicant Data (Optional)**

This section is optional for all candidates. If you decide not to complete this section, it will not impact the assessment of your application. Please click on the "Save" button to confirm that you have visited the page but did not opt to give any of the information.

#### Gender :

☐ Male ☐ Female

If you selected Male, please indicate if you have registered for Selective Services.

☐ Yes ☐ No

#### Race/Ethnicity :

☐ American Indian or Alaska Native

☐ Asian (including Middle East and India)

☐ Black or African American

Applicant Data

Read the  
information inside  
the circle

USDA IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.

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## Supporting Documentation

### Applicant Data

- Click “**Select Files**” to upload your certificates:
  - DD-214 for Veterans
  - Schedule B for students with disabilities

What type of living environment do you predominantly reside in?

☐ Rural

☐ Urban

**Veteran Status (OPM Vet Status Criteria) :**

The U.S. Department of Labor requires USDA to report each year on the number of employees who are veterans. The information you provide will be kept strictly confidential. In addition, this information will be used in accordance with the regulations:

☐ Not a Veteran (Prior to 9/30/91)

☐ Veteran Era Veteran

☐ Pre-Veteran Era Veteran

☐ Post-Veteran Era Veteran

☐ Not a Veteran (After 9/30/91)

☐ Disabled Veteran

**Disability Status :**

Please Check if applicable:

☐ Individual with a Disability

☐ Not Applicable

**Reasonable Accommodation :**

Explain what type of accommodation you might need: (not more that 500 words)

USDA is an Equal Opportunity Employer

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USDA IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.

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[Interest](#)>>[Education](#)

#### Interest Area Page

Use (Ctrl + mouse / Shift + mouse) in order to select more than one Interest Area.

- Accounting/Auditing
- Agricultural Business
- Agricultural Commodities
- Agricultural Extension
- Agricultural Management
- Agricultural Marketing
- Agricultural Resources
- Agronomy
- Animal Health & Well-being
- Animal Sciences
- Archeology
- Biological Sciences
- Biotechnology
- Budget/Finance

- Follow instructions to choose your area of interest.

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Agronomy  
Animal Health & Well-being  
Animal Sciences  
Archeology  
Biological Sciences  
Biotechnology  
Budget/Finance  
Business  
Chemistry  
Communications  
Computer Sciences  
Contracting/Procurement  
Criminal Justice  
Crop Insurance Administration  
Crop Insurance Underwriting  
Economics  
Education  
Education & Extension  
EEO Specialist  
Emergency Affairs/Emergency Preparedness Response  
Engineering  
Environmental Management  
Environmental Policy  
Environmental Quality Research

**Preferred Internship Location(s) :**

☐ Headquarters (Washington, DC and Beltsville, MD)

☐ Field Offices

[Previous Page](#)

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• Scroll down to continue viewing areas of interest.

• Choose your location

- State Agency Field Office or
- Headquarters (DC, MD or VA).

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**Education**

**Academic Status**

Total credit hours :  (total credit earned before the start of the session to which you are applying)  
☐ Semester Hours ☐ Quarter Hours

\*Academic level :  (level prior to the session to which you are applying)

Cumulative GPA  on the scale of

Are you a full time student : ☐ Yes ☐ No

**Degree :**

Degree Anticipated : ☐ Associate's ☐ Bachelor's ☐ Joint Bachelor's / Master's ☐ PhD ☐ Law ☐ GED or High School Diploma

Anticipated Graduate Date :  (mm/dd/yyyy)

\*Academic Major :

Management	Agribusiness and Industry	Science and Technology
<input type="checkbox"/> Accounting/Auditing	<input type="checkbox"/> Agricultural Business	<input type="checkbox"/> Agronomy
<input type="checkbox"/> Budget/Finance	<input type="checkbox"/> Agricultural Commodities	<input type="checkbox"/> Animal Health & Well-being
<input type="checkbox"/> Business	<input type="checkbox"/> Agricultural Extension	<input type="checkbox"/> Animal Sciences

- Submit your education information.

## Supporting Documentation

- If you don't find your "major/field" type it here.
- Click "Select Files" to upload your resume.
- Then click "Upload All" for your document to be uploaded into your application as it shows here.

If you didn't find your major/field, Please explain :

Upload Resume:

Select Files

**Upload All** **Clear**

upload pdf or tiff only(2MB)

1/19/2012 2:29:22 PM

Document	Delete
<a href="#">Joe Doe Resume57268.pdf</a>	X

[Previous Page](#) [Next Page](#) [Save](#)



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### Education - School Information

#### Schools :

List the school(s) in which you are currently registered. Transcripts and/or Letter of Acceptance must be submitted for each institution listed below.

#### School Information

Name :   
Address :   
City :   
State :   
Zip Code :   
Country :   
Attendance at the school :  
From (Month / Year):    
To (Month / Year):   (Expected Graduation Date)

Note: Please Click "Save & Continue.." button below to save all the above information and continue to upload transcripts(s) and/or other related Document(s). After uploading you will see "Add School & Continue" button. Click to save the Uploaded documents. You can add list of schools in the similar way. (Once submitted you will be able to view/edit this information in a table).

[Save & Continue..](#)

- In this area, you are prompted to **add your school information** before uploading your transcript (s).
- Then click **"Save & Continue"**.

Application Process  
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## Supporting Documentation

Address :  
City :  
State : Florida  
Zip Code :  
Country :  
Attendance at the school :  
From (Month / Year): January 2004  
To (Month / Year): May 2008 (Expected Graduation Date)

*Note: Please Click "Save & Continue.." button below to save all the above information and continue to upload transcripts(s) and/or other related Document(s). After uploading you will see "Add School & Continue" button. Click to save the Uploaded documents. You can add list of schools in the similar way. (Once submitted you will be able to view/edit this information in a table).*

Please upload transcript(s) and submit the school information

Upload Transcript/Letter of Acceptance:  
(you can upload multiple files)

Select Files

Upload All  
upload pdf or tiff only(2MB)

Add School & Continue

School Name	Address	City	State	Zip	Country	Attendance	Transcripts	Delete
						April 2011 To April 2011		×
InterAmerican Florida University			9			January 2004 To May 2008		×

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Submit

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- To "Upload your transcript (s), click on "Select Files" then click "Upload All".
- Your document will be uploaded into your application as it appears here.

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Checking completion of application before submitting

- ☒ Internship Sessions
- ☒ Contact Information
- ☐ Eligibility
- ☐ Background Data
- ☒ Applicant Data (Optional)
- ☐ Area of Interest
- ☐ Education

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- How do I know each section is completed?  
**When you see a check mark on each box!**
- If the check mark is not on the box, click “**Previous Page**” to go back to each section of your application and review it.
- Remember to save all your sections again.
- All the boxes should be checked before processing for submission.
- Submit your application by clicking continue.

**Student Employment Program**

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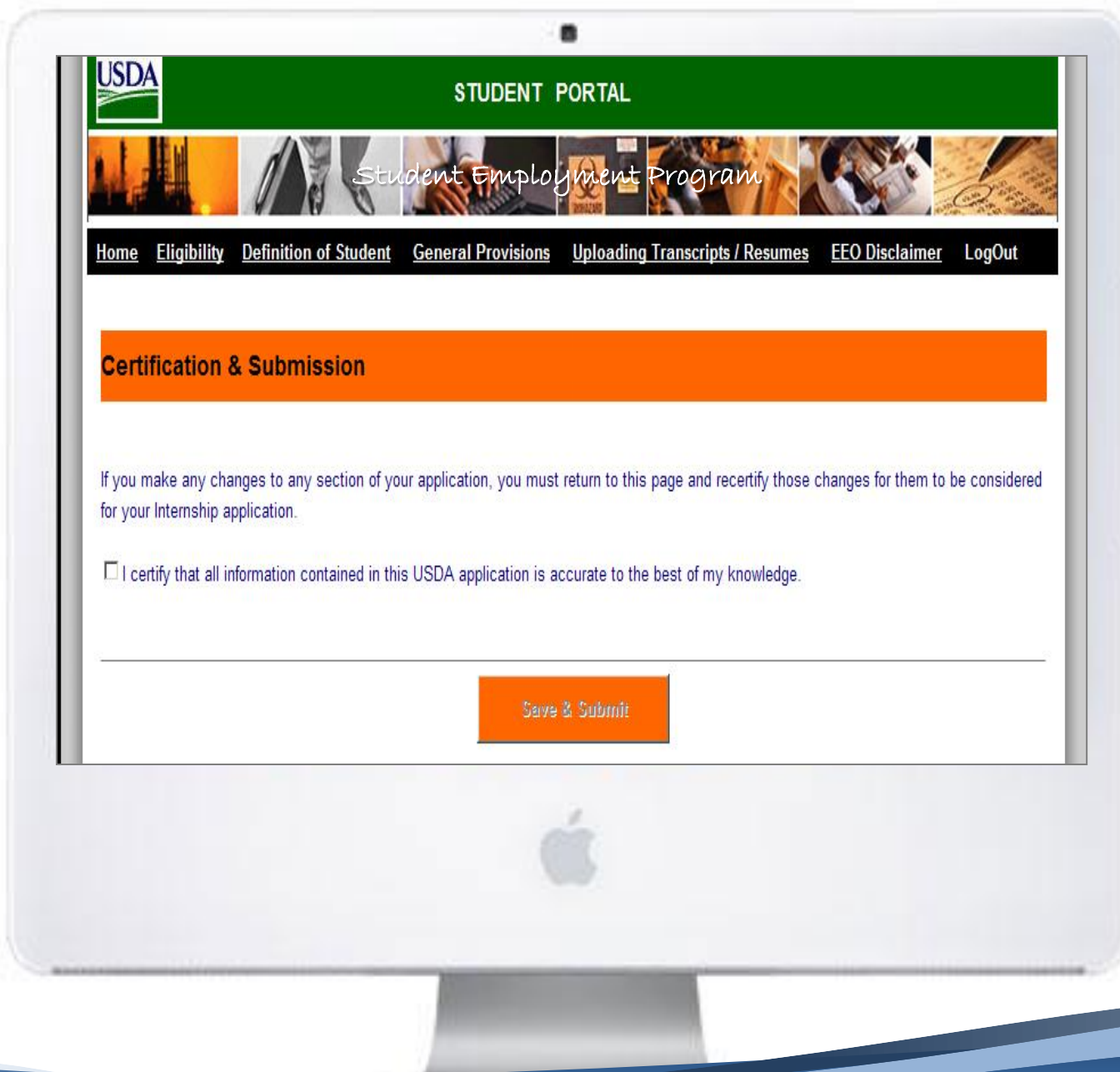
You are on>>Welcome>>Vacancies>>Internship>>Contact>>Eligibility>>Background>>Applicant Data>>Area of Interest>>Education >>View Details

**Print Application**

Internship Information				
Session	Start Date	End Date	Hours Available to Work	Paid,Unpaid or Volunteer
Summer (May-Aug)	06/01/2012	09/01/2012	40	Unpaid / Credit

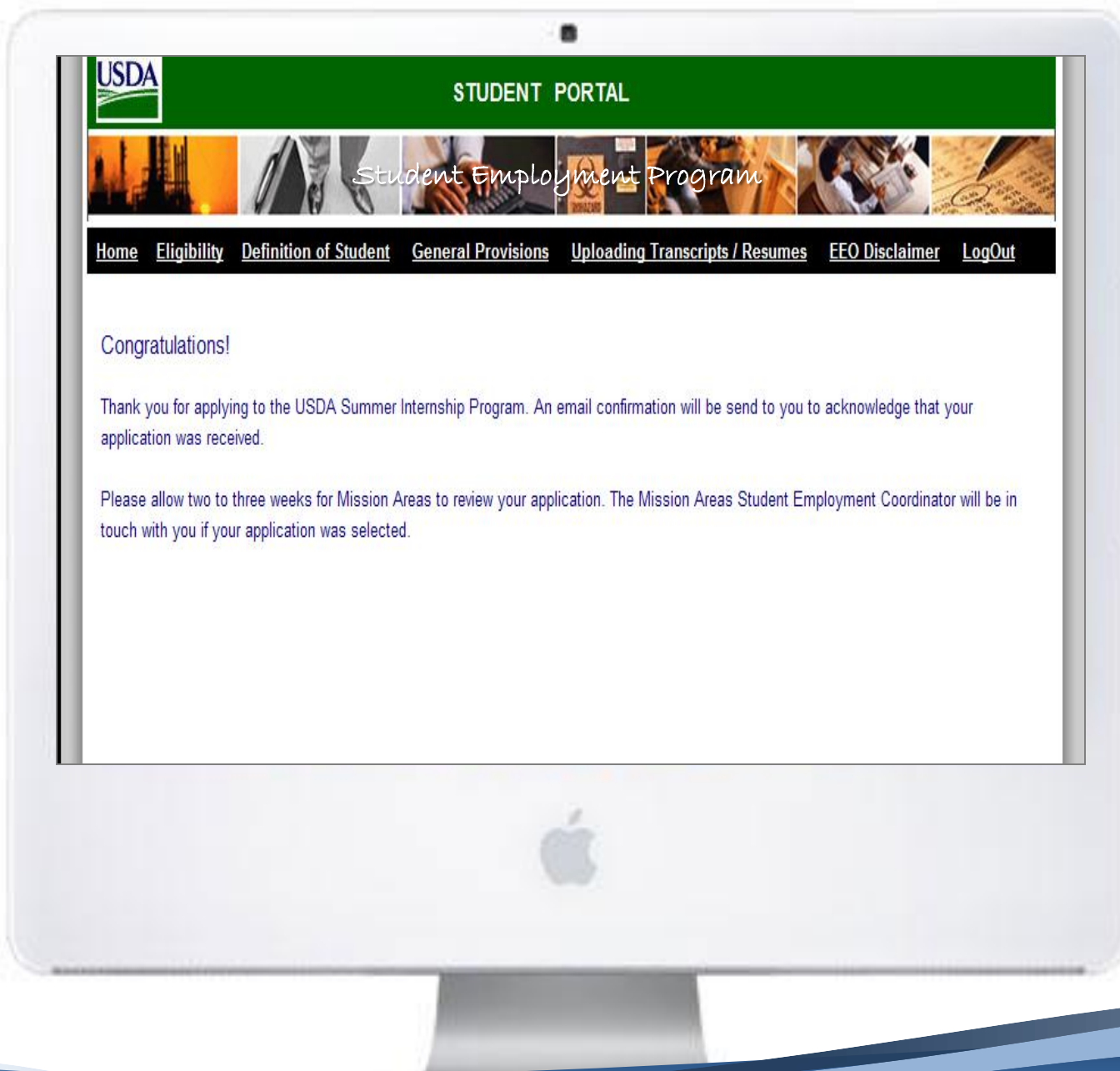
Contact Information	
First Name:	Joe
Middle Name:	D
Last Name:	Doe
Email:	joe.doe@yahoo.com
Confirm Email:	joe.doe@yahoo.com
Secondary Email:	jdoe@gmail.com
Current Address or Permanent Address	

- After submitting your application, you will be prompted to review one more time your completed application and will be able to print it.
- We recommend you print a copy for your records or PDF your application.



- Please certify and submit your application.
- If you make any changes to any section of your application, you must return to this page and recertify those changes for them to be considered.

*Application Process*  
**Step Three**



- Notification to Applicant
- Thank you Note for Applying

*Application Process*  
**Step Three**

# Student Employment Program Contact Information

*Applicant*



*Program Manager*

# Department Student Employment Program Manager

## General Questions:

### **Wenndy Carrasco**

Student Employment Program Manager

Office of Human Resources Management

[Wenndy.Carrasco@dm.usda.gov](mailto:Wenndy.Carrasco@dm.usda.gov) or [USDA.internships@dm.usda.gov](mailto:USDA.internships@dm.usda.gov)

202-260-8335

For **technical questions** regarding the “**Student Portal**” (not being able to upload resumes or transcripts), send inquiries via email at

[DMAPPSERVICES\\_DL@ocio.usda.gov](mailto:DMAPPSERVICES_DL@ocio.usda.gov)

# Mission Areas Student Employment Program Managers

Agency	Contact	Email	Phone
<b>Farm and Foreign Agricultural Services (FFAS)</b>			
Farm Services Agency	Keisha Valentine-Jones	<a href="mailto:keisha.jones@wdc.usda.gov">keisha.jones@wdc.usda.gov</a>	202-401-0228
Risk Management Agency			
Foreign Agriculture Service	Nikia Sizer	<a href="mailto:nikia.sizer@wdc.usda.gov">nikia.sizer@wdc.usda.gov</a>	202-401-0176
<b>Food, Nutrition and Consumer Services</b>			
Food and Nutrition Service	Joanie Dilone	<a href="mailto:FNSOpportunities@fns.usda.gov">FNSOpportunities@fns.usda.gov</a>	703-305-2463
Center for Nutrition Policy and Promotion	Serves FNS and CNPP		
<b>Food Safety</b>	Laura Sepulveda	<a href="mailto:fsisstudentjobs@fsis.usda.gov">fsisstudentjobs@fsis.usda.gov</a>	202-720-9401
Food Safety and Inspection Service			
<b>Natural Resources and Environment (NRE)</b>			
Forest Service	Laura Medina	<a href="mailto:lauramedina@fs.fed.us">lauramedina@fs.fed.us</a>	505-563-9262
Natural Resources Conservation Service	Tanya Robles	<a href="mailto:tanya.robles@wdc.usda.gov">tanya.robles@wdc.usda.gov</a>	202-720-0768
Office of Environmental Markets			
<b>Marketing and Regulatory Programs (MRP)</b>	Heidi Bock	<a href="mailto:heidi.bock@aphis.usda.gov">heidi.bock@aphis.usda.gov</a>	612-336-3343
Agricultural Marketing Service;			
Animal and Plant Health Inspection Service;			
Grain Inspection, Packers, and Stockyards Administration			
<b>Office of the Inspector General</b>	Candace Samuels	<a href="mailto:candace.samuels@oig.usda.gov">candace.samuels@oig.usda.gov</a>	202-720-7538
<b>Research, Education and Economics (REE)</b>			
Agricultural Research Service	Mary Weber	<a href="mailto:mary.weber@ars.usda.gov">mary.weber@ars.usda.gov</a>	301-504-1397
National Agricultural Statistics Service	Mary DeNardo	<a href="mailto:mary_denardo@nass.usda.gov">mary_denardo@nass.usda.gov</a>	202-720-4971
National Institute of Food and Agriculture	Eboni Wiggins	<a href="mailto:eboni.wiggins@ars.usda.gov">eboni.wiggins@ars.usda.gov</a>	301-504-1757
Economic Research Service	Loretta Miller	<a href="mailto:erssummerinterns@ers.usda.gov">erssummerinterns@ers.usda.gov</a>	202-694-5379
<b>Rural Development (RD)</b>	Leslie McBroom	<a href="mailto:leslie.mcbroom@wdc.usda.gov">leslie.mcbroom@wdc.usda.gov</a>	202-692-0199

# Most Frequently Asked Questions

## WHAT DOES A COMPLETE APPLICATION INCLUDE?

- Online Application Form
- Resume (upload)
- Transcript (unofficial is acceptable) (upload)

All items are to be electronically submitted as part of the application. *Please upload the documents in Word or PDF format and follow the instructions when uploading the documents.*

## WHEN IS THE APPLICATION DUE?

Applications are accepted beginning the last week of January through the last week of April of each year and notification of placements are made between mid - April and mid - May of each year. Orientation day starts in mid-June for headquarter interns and orientation for field interns starts on their first day of work.

## WHEN ARE PLACEMENTS MADE?

Agency student employment coordinators search the repository application database and can select your application. The student employment coordinator then verifies whether an available position exists within the agency, and at the requested field office, for a student with your characteristics and qualifications (college major, work experience background, skill-set). The student employment coordinator will forward the application to a hiring manager based on your characteristics.

The hiring manager interviews and selects the student. Once the hiring manager selects the student and makes the offer, the Agency student employment coordinator makes the arrangements for placement at the agency, providing selectee with informational materials for placement and orientation schedule .

## CONTACT INFORMATION FOR USDA STUDENT PROGRAMS

If you have any questions or concerns, please send your inquiry via email at [USDA.Internships@dm.usda.gov](mailto:USDA.Internships@dm.usda.gov). In the subject area write: "Student Employment Program."

For technical questions ONLY regarding the "Student Portal" site, please direct your questions or concerns to the following email address: [Dmappservices\\_DL@ocio.usda.gov](mailto:Dmappservices_DL@ocio.usda.gov).